

DON BOSCO ARTS & SCIENCE COLLEGE **ANGADIKADAVU**

(Affiliated to Kannur University Approved by Government of Kerala)

ANGADIKADAVU P.O., IRITTY, KANNUR – 670706



COURSE PLAN

BBA

(2019 – 22)

SEMESTER - IV

ACADEMIC YEAR - (2020-21)

IV Semester BBA (2019 - 22)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	4B06BBA - Human Resource Management	Sruthi Therese Abraham	6
2.	4B07BBA - Financial Management	Vidya K.P	5
3.	4B08BBA - Operations Management	Athira P	5
4.	4A13BBA - IT Tools for business	Meenu Maria Tom	5
5.	4A14BBA - Environmental Studies	Vidya K P / Meenu Maria Tom	4
6.	4B09BBA - Industrial Visit and Report	Vidya K P	
	Name of Class Incharge	Meenu Maria Tom	

TIME TABLE

Day	09.50 Am - 10.45 Am	10.45 Am -11.40 Am	11.55 Am - 12.50 Pm	01.40 Pm - 02.35 Pm	02.35 Pm - 03.30 Pm
1	Meenu Maria Tom 4A13BBA	Vidya K P 4B07BBA	Sruthi Therese Abraham 4B06BBA	Vidya K P 4A14BBA	Athira P 4B08BBA
2	Vidya K P 4B07BBA	Sruthi Therese Abraham 4B06BBA	Meenu Maria Tom 4A13BBA	Meenu Maria Tom 4A14BBA	Athira P 4B08BBA
3	Meenu Maria Tom 4A13BBA	Sruthi Therese Abraham 4B06BBA	Vidya K P 4B07BBA	Athira P 4B08BBA	Vidya K P 4A14BBA
4	Athira P 4B08BBA	Meenu Maria Tom 4A14BBA	Meenu Maria Tom 4A13BBA	Vidya K P 4B07BBA	Sruthi Therese Abraham 4B06BBA
5	Meenu Maria Tom 4A13BBA	Athira P 4B08BBA	Sruthi Therese Abraham 4B06BBA	Sruthi Therese Abraham 4B06BBA	Vidya K P 4B07BBA

Subject Code:	4B06BBA
Subject Name:	HUMAN RESOURCE MANAGEMENT
No. of Credits:	4
No. of Contact Hours:	108
Hours per Week:	6
Name of the Teacher:	SRUTHI THERES ABRAHAM

COURSE OUTCOME

CO1: Understand basic concept and principles of Human Resource Management.

CO2: Sensitize to the training process and methods.

CO3: Equip with the importance of the performance management system in enhancing employee performance.

CO4: Equip with the importance of the performance management system in enhancing employee performance

MODULE I: Human resource management-introduction-meaning-evolution of human resource management-objectives of HRM-importance of HRM-functions and process of HRM-HR manager- Duties and responsibilities.

MODULE II: Acquiring Human Resources- HR planning- meaning –importance of HR planning-benefits of HR planning- HR planning process- job analysis- job evaluation- meaning and definition- sources of recruitment-selection-meaning-steps in selection process- difference between recruitment and selection – placement-induction and orientation.

MODULE III: Developing Human Resources- Training and Development- training-meaning-need for training- training process- benefits of training – methods of training- types of training- importance of training in HRD-Executive development.

MODULE IV: Rewarding Human Resources- Performance Appraisal- meaning – definition- objectives- methods of performance appraisal-uses and limitations-compensation management – objectives-wage system-time rate-piece rate-incentives-

factors influencing wage system-promotion types-bases of promotion-benefits-transfer-demotion-reasons.

MODULE V: Human Resource Problems – employee discipline- meaning-importance-absenteeism-causes-measures to control absenteeism – labour turnover – lay off- grievance redressal-grievance – meaning- causes of grievance- importance of grievance redressal-procedure of grievance handling.

SKILL DEVELOPMENT PROGRAMMES

- Prepare chart showing the function of HRM and a brief explanation on the need for each function.
- Prepare an advertisement for recruitment and selection of candidate for any organisation of your choice.
- Develop a format for performance appraisal of an employee.
- Choose any MNC and present your observation on training programme.

(18 hours)

References:

1. Human Resource Management – test and cases – VSP Rao
2. Human Resource Management – Aswathappa
3. Human Resource Management – LM Prasad
4. Human Resource Management – T N Chabra

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	04-01-2021 To 08-01-2021	04 January	Study Leave
		05 January	II Semester University Exam
		06 January	II Semester University Exam
		07 January	II Semester University Exam
		08 January	II Semester University Exam
2	11-01-2021 To 15-01-2021	11 January	II Semester University Exam
		12 January	II Semester University Exam
		13 January	II Semester University Exam
		14 January	II Semester University Exam
		1	Human resource management-introduction
		2	Meaning-evolution of human resource management
3	18-01-2021 To 22-01-2021	3	Evolution of human resource management
		4	Evolution of human resource management
		5	Objectives of HRM
		6	Importance of HRM
		7	Functions of HRM
		8	Functions of HRM
4	25-01-2021 To 29-01-2021	9	Process of HRM
		26 January	Republic Day - Holiday
		10	HR manager- Duties
		11	HR manager- Responsibilities
		12	HR manager- Responsibilities
		13	Class Test
5	01-02-2021 To 05-02-2021	14	Acquiring Human Resources
		15	HR planning- meaning
		16	Importance of HR planning
		17	Benefits of HR planning
		18	HR planning process
		19	HR planning process
6	08-02-2021 To 12-02-2021	20	HR planning process
		21	Job analysis
		22	Job analysis
		23	Job evaluation- meaning and definition
		24	Job evaluation- meaning and definition

No of Weeks	Dates	Session	Topic
		25	Job specification
7	15-02-2021 To 19-02-2021	26	Job description
		27	Job description
		28	Sources of recruitment
		29	Sources of recruitment
		30	Selection-meaning
		31	Steps in selection process
8	22-02-2021 To 26-02-2021	32	Difference between recruitment and selection –
		33	Placement.
		34	Induction and orientation
		35	Induction and orientation
		36	Class test
		37	Developing Human Resources
9	01-03-2021 To 05-03-2021	38	Training and Development
		39	Training- meaning
		40	Need for training
		41	Training process
		42	Training process
		43	Benefits of training
10	08-03-2021 To 12-03-2021	44	Methods of training
		45	Methods of training
		46	Types of training
		11 March	Maha Sivarathri - Holiday
		47	Importance of training in HRD
		48	Executive development
11	15-03-2021 To 19-03-2021		III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
12	22-03-2021 To 26-03-2021		III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
13	29-03-2021 To	49	Rewarding Human Resources- Performance Appraisal-meaning

No of Weeks	Dates	Session	Topic
	02-04-2021	50	Definition- objectives
			Easter Vacation
			Easter Vacation
			Easter Vacation
14	05-04-2021 To 09-04-2021		Easter Vacation
			Easter Vacation
			Easter Vacation
		51	Methods of performance appraisal
		52	Methods of performance appraisal
		53	Methods of performance appraisal
15	12-04-2021 To 16-04-2021	54	Uses of performance appraisal
		55	Limitations of performance appraisal
		14 April	Vishu
		56	Compensation management – objectives
		57	Wage system-time rate
		58	Wage system -piece rate.
16	19-04-2021 To 23-04-2021	59	Incentives
		60	Incentives
		61	Factors influencing wage system
		62	Promotion types
		63	Bases of promotion
		64	Benefits of promotion
17	26-04-2021 To 30-04-2021	65	Transfer
		66	Demotion-reasons
		67	Human Resource Problems
		68	Employee discipline- meaning
		69	Importance of employee discipline
		70	Absenteeism-causes
18	02-05-2021 To 07-05-2021	71	Measures to control absenteeism
		72	Measures to control absenteeism
		73	Labour turnover
		74	Effects of labour turnover
		75	Causes of labour turn over
		76	Measures of labour turnover rate
19	10-05-2021 To 14-05-2021	77	Measures of labour turnover rate
		78	Lay off
		79	Lay off
		13 May	Eid-al-Fiter

No of Weeks	Dates	Session	Topic
		80	Grievance redressal
		81	Grievance redressal
20	17-05-2021 To 21-05-2021	82	Grievance – meaning
		83	Causes of grievance
		84	Causes of grievance
		85	Importance of grievance redressal
		86	Importance of grievance redressal
		87	Procedure of grievance handling
21	30-06-2021 To 04-06-2021	88	Procedure of grievance handling
		89	Class test
		90	Seminar
		91	Seminar
		92	Seminar
		93	Seminar
22	07-06-2021 To 11-06-2021	94	Revision
		95	Revision
		96	Revision
		97	Revision
		98	Revision
		99	Revision
23	14-06-2021 To 19-06-2021	100	Skill development programmes
		101	Skill development programmes
		102	Skill development programmes
		103	Skill development programmes
		104	Skill development programmes
		105	Skill development programmes
	22-06-2021 To 26-06-2021	106	Skill development programmes
		107	Skill development programmes
		108	Skill development programmes
			Study Leave
			Study Leave
	28-06-2021 To 02-07-2021		IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam

Subject Code:	4BO7BBA
Subject Name:	Financial Management
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Vidya K P

Course Outcomes

CO 1. Understand the concept and objective of financial management

CO 2. Develop the ability to select the feasible and viable investment proposal

CO 3. Apply decision making tools in organisational context

CO 4. Ability to assess the risk and return of investment projects

Module I: Financial Management: Meaning, scope and objectives, Goals of financial management – Profit maximization – wealth maximization.

Module II: Cost of capital Meaning and significance – Computation of cost of Debt – cost of preference capital – Cost of equity – Weighted average cost of capital. Capital structure – Meaning and definition – Factors affecting capital structure – Optimal capital structure – over capitalization – under capitalization – EBIT – EPS analysis.

Module III: Working capital Management Meaning and definition – concepts of working capital – Factors affecting working capital – types of working capital- Financing of working capital – operating cycle concept of estimating working capital (Practical problems and theory).

Module IV: Capital budgeting: Meaning, definition – importance – techniques of capital budgeting – payback period – average rate of return – Net present value method – profitability methods – IRR – Merits and demerits of Non discounting and discounting techniques.

References:

1. Financial management: M Y Khan and P.K Jain
2. Financial management: I MPandey
3. Financial management: R K Sharma & Shashi K Gupta
4. Financial management: Prasanna Chandra
5. Financial management: Geoffrey Knott

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	04-01-2021 To 08-01-2021	04 January	Study Leave
		05 January	II Semester University Exam
		06 January	II Semester University Exam
		07 January	II Semester University Exam
		08 January	II Semester University Exam
2	11-01-2021 To 15-01-2021	11 January	II Semester University Exam
		12 January	II Semester University Exam
		13 January	II Semester University Exam
		14 January	II Semester University Exam
		1	Introduction to financial management
3	18-01-2021 To 22-01-2021	2	Scope of financial management
		3	Objectives of financial management
		4	Goals of financial management – Profit maximization
		5	Wealth maximization
		6	Functions of financial manager
4	25-01-2021 To 29-01-2021	7	Role of financial manager
		26 January	Republic Day – Holiday
		9	Class Test
		10	Cost of capital
		11	Significance of cost of capital
5	01-02-2021 To 05-02-2021	12	Computation of cost of Debt
		13	Problem
		14	Problem
		15	Problem
		16	Cost of preference capital
6	08-02-2021 To 12-02-2021	17	Problem
		18	Problem
		19	Problem
		20	Cost of equity
		21	Problem
7	15-02-2021 To	22	Problem
		23	Weighted average cost of capital.
		24	Problem

No of Weeks	Dates	Session	Topic
	19-02-2021	25	Problem
		26	Problem
8	22-02-2021 To 26-02-2021	27	Capital structure – Meaning and definition
		28	Factors affecting capital structure
		29	Optimal capital structure
		30	Over capitalization
		31	Under capitalization
9	01-03-2021 To 05-03-2021	32	EBIT – EPS analysis
		33	Problem
		34	Problem
		35	Problem
		36	Class Test
10	08-03-2021 To 12-03-2021	37	Working capital Management - Meaning and definition
		38	Concepts of working capital
		39	Factors affecting working capital
		11 March	Maha Sivarathri – Holiday
		40	Types of working capital
11	15-03-2021 To 19-03-2021		III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
12	22-03-2021 To 26-03-2021		III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
13	29-03-2021 To 02-04-2021	41	Financing of working capital
		42	Operating cycle concept of estimating working capital
			Easter Vacation
			Easter Vacation
			Easter Vacation
14	05-04-2021 To 09-04-2021		Easter Vacation
			Easter Vacation
			Easter Vacation
		43	Problem
		44	Problem

No of Weeks	Dates	Session	Topic
15	12-04-2021 To 16-04-2021	45	Problem
		46	Problem
		14 April	Vishu
		47	Class test
		48	Capital budgeting: Meaning, definition
16	19-04-2021 To 23-04-2021	49	Importance of capital budgeting
		50	Techniques of capital budgeting
		51	Merits and demerits of Non discounting and discounting techniques
		52	Payback period
		53	Problem
17	26-04-2021 To 30-04-2021	54	Problem
		55	Problem
		56	Modern methods of payback period
		57	Problem
		58	Problem
18	02-05-2021 To 07-05-2021	59	Problem
		60	Problem
		61	Average rate of return
		62	Problem
		63	Problem
19	10-05-2021 To 14-05-2021	64	Problem
		65	Problem
		66	Problem
		13 May	Eid-al-Fiter
		67	Net present value method
20	17-05-2021 To 21-05-2021	68	Problem
		69	Problem
		70	Problem
		71	Problem
		72	Problem
21	30-06-2021 To 04-06-2021	73	Profitability methods
		74	Problem
		75	Problem
		76	Problem
		77	Problem
22	07-06-2021	78	IRR
		79	Problem

No of Weeks	Dates	Session	Topic
	To 11-06-2021	80	Problem
		81	Problem
		82	Problem
23	14-06-2021 To 19-06-2021	83	Problem
		84	Class test
		85	Question paper discussion
		86	Question paper discussion
		87	Revision
	22-06-2021 To 26-06-2021	88	Revision
		89	Revision
		90	Revision
			Study Leave
			Study Leave
	28-06-2021 To 02-07-2021		IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam

Subject Code:	4B08BBA
Subject Name:	Operation Management
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Athira P

Course Outcome

CO 1: Understand the transformation system.

CO2: Identify the components involved in designing effective operations system.

CO3: Understand the meaning and importance of managing quality.

CO4: Understand the meaning and importance of productivity and ways to improve productivity.

CO5: Understand the decisions and process of operations management in business firms.

Module I: Introduction to Production Management: meaning- functions - Scope. Plant location - factors affecting location selection. Plant layout - principles-types of layouts. **(20 Hours)**

Module II: Production system: Different production systems. Production Planning and control -importance - elements - PPC in different production systems. **(20Hrs)**

Module III: Materials management - Importance - Principles. Material handling: equipment used. Maintenance Management - Types of maintenance - Methods study-Time study - Motion study - principles – work measurement. **(20 Hrs)**

Module IV: Inventory management - Importance - Tools - ABC, VED, FSN Analysis - EOQ – Reorder point - Safety Stock - Lead time. **(15 Hrs)**

Module V: Quality Management: Quality improvement techniques - quality control techniques. Advanced manufacturing technologies- TOC, Lean / Green manufacturing, WCM. **(15 Hrs)**

BOOKS FOR REFERENCE:

1. Production management: Aswathappa K
2. Russell, Roberta S, and Bernard W. Taylor III, Operations Management, Pearson Education, New Delhi.
3. Operations Management for Competitive Advantage, Tata McGraw Hill, New Delhi.
4. Buffa, E.S., 'Modern Production Management', New York, John Wiley

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	04-01-2021 To 08-01-2021	04 January	Study Leave
		05 January	II Semester University Exam
		06 January	II Semester University Exam
		07 January	II Semester University Exam
		08 January	II Semester University Exam
2	11-01-2021 To 15-01-2021	11 January	II Semester University Exam
		12 January	II Semester University Exam
		13 January	II Semester University Exam
		14 January	II Semester University Exam
		1	Introduction -Concept and Definition Of OM
3	18-01-2021 To 22-01-2021	2	Operations Management System
		3	Scope Of Production Management
		4	Objectives Of Production Management
		5	Historic Evolution of Production Management
		6	Plant Location-Factors Determining Plant Location
4	25-01-2021 To 29-01-2021	7	Steps In Facility Location Study
		26 January	Republic Day – Holiday
		9	Factory Layout
		10	Plant Layout-Functions –Objectives
		11	Factors Influencing Plant Layout
5	01-02-2021 To 05-02-2021	12	Principles Of Plant Layout
		13	Types Of Layouts
		14	Types Of Layouts
		15	Techniques Of Plant Layout
		16	Unit Test 1
6	08-02-2021 To 12-02-2021	17	Elements Of Production System
		18	Types Of Production System
		19	Production Planning and Control-Objectives
		20	Elements -Importance Of PPC
		21	Production/Operations Planning
7	15-02-2021 To 19-02-2021	22	Production Control –Steps
		23	Objectives -Techniques -Scope of Operations Control
		24	PPC In Different Production System
		25	Unit Test 2
		26	Materials Management -Importance -Principles

No of Weeks	Dates	Session	Topic
8	22-02-2021 To 26-02-2021	27	Objectives And Functions of Materials Management
		28	Material Handling -Objectives – Equipment
		29	Maintenance Management -Objectives -Policy
		30	Types Of Maintenance -Advantages and Disadvantages
		31	Work Measurement –Techniques
9	01-03-2021 To 05-03-2021	32	Method Study-Objectives-Procedures
		33	Time Study-Objectives –Procedures
		34	Motion Study -Objectives -Procedures
		35	Unit Test 3
		36	Inventory Management -Types Of Inventories
10	08-03-2021 To 12-03-2021	37	Objectives And Importance Of Inventory Management
		38	Inventory Costs
		39	Stock Levels
		11 March	Maha Sivarathri – Holiday
		40	Tools Of Inventory Control – Abc Analysis
11	15-03-2021 To 19-03-2021		III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
12	22-03-2021 To 26-03-2021		III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
13	29-03-2021 To 02-04-2021	41	HML -VED Analysis -Advantage and Dis Advantage
		42	FSN-SDE Analysis-Advantage and Disadvantage
			Easter Vacation
			Easter Vacation
			Easter Vacation
14	05-04-2021 To 09-04-2021		Easter Vacation
			Easter Vacation
			Easter Vacation
		43	EOQ-Defintion -Concept – Formula
		44	Unit Test 4
15	12-04-2021 To	45	Quality Management -Concept -Definition
		46	Quality Planning –Techniques
		14 April	Vishu

No of Weeks	Dates	Session	Topic
	16-04-2021	47	Concept Of Cost of Quality
		48	Steps In Quality Control and Planning
16	19-04-2021 To 23-04-2021	49	Quality Improvement Techniques -7 Tools
		50	Check Sheet -Paretos Chart -Benefits and Limitations
		51	Flow Chart
		52	Cause And Effect Diagram (Fish Bone Diagram)
		53	Histogram- Scatter Diagram -Control Chart
17	26-04-2021 To 30-04-2021	54	Quality Control Techniques -7 Techniques
		55	Statistical Quality Control – SQC
		56	Control Chart –Types
		57	Quality Circles -Definition – Characteristics
		58	Objectives And Method of Operation
18	02-05-2021 To 07-05-2021	59	Techniques Of Quality Circle
		60	Benefits And Limitations of Quality Circle
		61	ISO -Need –Principles
		62	TQM-Meaning -Definition –Features
		63	Principles And Procedure Of TQM
19	10-05-2021 To 14-05-2021	64	Benefits Of TQM-Disadvantages
		65	Reasons For Failure Of TQM
		66	Core Concepts Of TQM
		13 May	Eid-Al-Fiter
		67	TPM (Total Productive Maintenance)- Concept
20	17-05-2021 To 21-05-2021	68	Features And Objectives Of TPM
		69	KAIZEN-Meaning and Definition
		70	Characteristics And Benefits Of KAIZEN
		71	Tools For Implementation Of KAIZEN
		72	SIX SIGMA -Concepts -Definition Elements
21	30-06-2021 To 04-06-2021	73	Features Of Six Sigma
		74	Models Of Six Sigma
		75	Advanced Manufacturing Technologies
		76	JIT Just In Time
		77	TOC - Theory Of Constraints
22	07-06-2021 To 11-06-2021	78	Lean /Green Manufacturing –Process
		79	WCM World Class Manufacturing
		80	Unit Test 5
		81	Old Question Paper Discussion 1
		82	Old Question Paper Discussion 2
23	14-06-2021	83	Old Question Paper Discussion 3

No of Weeks	Dates	Session	Topic
	To 19-06-2021	84	Old Question Paper Discussion 4
		85	Old Question Paper Discussion 5
		86	Revision Module 1
		87	Revision Module 2
	22-06-2021 To 26-06-2021	88	Revision Module 3
		89	Revision Module 4
		90	Revision Module 5
			Study Leave
	28-06-2021 To 02-07-2021		IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam

Subject Code:	4A13BBA
Subject Name:	IT TOOLS FOR BUSINESS
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Meenu Maria Tom

COURSE OUTCOMES

CO 1: Understand the working on word, PowerPoint, Excel etc.

CO2: Develop basic computer awareness for letter drafting, Slide making, Payroll preparation

CO3: Understand the various shortcuts for faster functioning on the computer system

Module I: Computer: History, classifications. Hardware – Input, Output, Storage Devices, Software – System software, Application software. Memory- Types of memory (10Hrs)

Module II: Network of Computers- LAN, WAN, MAN, PAN. Network topologies, Internet, M-Commerce, WiFi (10Hrs)

Module III: Application of IT: Application in education, Health care, Business, (6Hrs)

Module IV: Cyber ethics: Meaning, Cyber crimes:- Computer virus, WORMS, Malware, Trojan Horse, Cyber forgery, Hacking, Fishing, Salami attack ,Email bombing (Concept only) (14Hrs)

Module V: MS WORD: MS word window components, New file, open file, Save. Save as, Editing text, adding word art, Alignment, setting paragraph, header and footer, Insert page number, Arranging text in Columns, Creating a table, modifying a table, Formatting a table.

MS Excel: Creating worksheet with excel, spreadsheet, uses of spreadsheet, Editing cell contents, creating a simple formula, Creating a chart, Editing chart, Payroll preparation.

MS Power point: Creating a New presentation, Choosing a Templates, Creating slides, and slide

References:

1. Computer Application in business: Dr R parameswaran
2. IT in action: Pearson
3. E Commerce: Gary P Schneider
4. Management Information System-managing the digital firm, Pearson Education: Kenneth C laudon and Jane P laudon

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	04-01-2021 To 08-01-2021	04 January	Study Leave
		05 January	II Semester University Exam
		06 January	II Semester University Exam
		07 January	II Semester University Exam
		08 January	II Semester University Exam
2	11-01-2021 To 15-01-2021	11 January	II Semester University Exam
		12 January	II Semester University Exam
		13 January	II Semester University Exam
		14 January	II Semester University Exam
		1	Syllabus Introduction
3	18-01-2021 To 22-01-2021	2	Meaning of Computer – Basic Components
		3	Features Of Personal Computer
		4	History Of Computer
		5	History Of Computer
		6	Classification Of Computer
4	25-01-2021 To 29-01-2021	7	Classification Of Computer
		26 January	Republic Day - Holiday
		9	Hardware – Examples
		10	Input Devices – Meaning and Examples
		11	Output Devices – Meaning and Examples
5	01-02-2021 To 05-02-2021	12	Software – Meaning and Types
		13	Major Application Software – Word Processing Software
		14	Major Application Software – Spreadsheet Software
		15	Major Application Software- Database Software
		16	Major Application Software- Presentation Software
6	08-02-2021 To 12-02-2021	17	Class Test – Module 1
		18	Network of Computers – Meaning and Components
		19	Types of Network , WAN- LAN
		20	Types of Network , MAN- PAN
		21	Types of Network- Network based on Administration
7	15-02-2021 To 19-02-2021	22	Network Topologies – Bus Topologies, Star Topology
		23	Network Topologies – Ring Topologies, Tree Topology
		24	Internet - Meaning and History
		25	Internet Access

No of Weeks	Dates	Session	Topic
		26	Facilities Available On Internet
8	22-02-2021 To 26-02-2021	27	World Wide Web
		28	Internet Addressing
		29	Mobile Commerce – Business Application Of M-Commerce
		30	Wifi - Advantages
		31	Class Test – Module 2
9	01-03-2021 To 05-03-2021	32	Application of IT – in Education and Health Care
		33	Application of IT – in Medicine and Business and Commerce
		34	Application of IT – in Banks and Defence
		35	Application of IT – in Law Enforcement and Publication
		36	E-Governance – Definition and Types Of E-Governance
10	08-03-2021 To 12-03-2021	37	Benefits and Disadvantages of E-Governance
		38	E-Governance Initiatives in India
		39	E-Governance Initiatives in India
		11 March	Maha Sivarathri - Holiday
		40	
11	15-03-2021 To 19-03-2021		III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
12	22-03-2021 To 26-03-2021		III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
13	29-03-2021 To 02-04-2021	41	Cyber Ethics - Meaning and Need for Cyber Ethics
		42	Technological Development and Ethical Issues
			Easter Vacation
			Easter Vacation
			Easter Vacation
14	05-04-2021 To 09-04-2021		Easter Vacation
			Easter Vacation
			Easter Vacation
		43	Class Test – Module 3

No of Weeks	Dates	Session	Topic
		44	Cyber Crimes and Types of Cyber Crimes
15	12-04-2021 To 16-04-2021	45	Computer Frauds
		46	Information Technology Act
		14 April	Vishu
		47	Practical – MS Word
		48	Practical – MS Word
16	19-04-2021 To 23-04-2021	49	Practical – MS Word
		50	Practical – MS Word
		51	Practical – MS Word
		52	Practical – MS Word
		53	Practical – MS Word
17	26-04-2021 To 30-04-2021	54	Practical – MS Word
		55	Practical – MS Word
		56	Practical – MS Word
		57	Practical – MS Word
		58	Practical – MS Word
18	02-05-2021 To 07-05-2021	59	Practical – MS Word
		60	Practical – MS Word
		61	Practical – MS Word
		62	Practical – MS Excel
		63	Practical – MS Excel
19	10-05-2021 To 14-05-2021	64	Practical – MS Excel
		65	Practical – MS Excel
		66	Practical – MS Excel
		13 May	Eid-al-Fiter
		67	Practical – MS Excel
20	17-05-2021 To 21-05-2021	68	Practical – MS Excel
		69	Practical – MS Excel
		70	Practical – MS Excel
		71	Practical – MS Excel
		72	Practical – MS Excel
21	30-06-2021 To 04-06-2021	73	Practical – MS Excel
		74	Practical – MS Powerpoint
		75	Practical – MS Powerpoint
		76	Practical – MS Powerpoint
		77	Practical – MS Powerpoint
22	07-06-2021 To	78	Practical – MS Powerpoint
		79	Practical – MS Powerpoint

No of Weeks	Dates	Session	Topic
	11-06-2021	80	Practical – MS Powerpoint
		81	Practical – MS Powerpoint
		82	Practical – MS Powerpoint
23	14-06-2021 To 19-06-2021	83	Practical – MS Powerpoint
		84	Practical – MS Powerpoint
		85	Practical – MS Powerpoint
		86	Practical – MS Powerpoint
		87	Practical – MS Powerpoint
	22-06-2021 To 26-06-2021	88	Revision
		89	Revision
		90	Previous Year Question Paper Discussion
			Study Leave
			Study Leave
	28-06-2021 To 02-07-2021		IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam

Subject Code:	4A14BBA
Subject Name:	Environmental Studies
No. of Credits:	4
No. of Contact Hours:	72
Hours per Week:	4
Name of the Teacher:	Meenu Maria Tom & Vidya K P

Course Outcomes

CO1. Acquire knowledge about environment and enable to contribute towards maintaining and improving the quality of the environment.

CO2. Understand the importance of protecting the environment and effect of environmental hazards

CO3. Analysis the ecosystem and the bio diversity nature of our country

CO4. Apply the awareness to point our Hot -spot of bio diversity in India and its conservation.

CO5. Identify the effect of environmental Degradation and the role of Government in protecting the environment.

CO6. Formulate some action plan to engage in activities for preventing environmental degradation.

Module I: Environmental studies - Meaning - definition - scope - Importance - Need - Components of environment: Lithosphere, Hydrosphere, Atmosphere and biosphere - need for public awareness - Natural resources: Forest resources. Water resources, Mineral resources, Energy Resources - Land resources - Role of individual in the conservation of natural resources - Equitable use of natural resources for sustainable life styles.

Module II: Eco-system- concept-Structure-Producers- Consumers- Decomposers- Energy flow in the eco-system - Bio-Diversity and its conservation: Introduction - Definition of genetic species and eco-system diversity - Value of Bio-diversity - Consumptive use - productive use - social , ethical and aesthetic value - Hot-spot of Bio-diversity - Threats to bio diversity - endangered and endemic species of India - Conservation of bio diversity: In -situ and Ex-situ conservation.

Module III: Environmental Degradation-Meaning - Types of pollutions - Causes, effects and control measures of Air pollution, Water pollution, Soil pollution - control of Urban and Industrial waste - Environmental Ethics - Issues and possible solutions - Climate change - Global warming - acid rain - Ozone layer Depletion - solid waste management.

Module IV: Environmental Protection -National environment Policy - Environmental legislations - International conventions and agreements - GATT / WTO and environment - Role of central government - Pollution control Board and its role in environment protection - Environmental Impact Assessment (EIA) - Eco-friendly products - Environment Audit - Role of NGO in environment protection - Environmental movements - Chipko Movement - Apico Movement - Silent Valley - Environmental communication and Public awareness.

References

1. Environment Management- G.N.Pandey, Vikas Publishing House
2. Text Book of Environment- K.M.Agrawal, MacMillan
3. Ecology and Economics- Ram Prasad Sengupta- Oxford
4. The Biodiversity of India- BharuchaErach, Mapin Publishing Ltd, Ahmadabad
5. UGC

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	04-01-2021 To 08-01-2021	04 January	Study Leave
		05 January	II Semester University Exam
		06 January	II Semester University Exam
		07 January	II Semester University Exam
		08 January	II Semester University Exam
2	11-01-2021 To 15-01-2021	11 January	II Semester University Exam
		12 January	II Semester University Exam
		13 January	II Semester University Exam
		14 January	II Semester University Exam
		1	Environmental studies - Meaning - definition
3	18-01-2021 To 22-01-2021	2	Scope of environmental studies
		3	Importance of environmental studies
		4	Need of environmental studies
		5	Components of environment: Lithosphere
4	25-01-2021 To 29-01-2021	6	Hydrosphere
		26 January	Republic Day - Holiday
		7	Atmosphere and biosphere
		8	Need for public awareness
5	01-02-2021 To 05-02-2021	9	Natural resources: Forest resources
		10	Water resources
		11	Mineral resources
		12	Energy Resources
6	08-02-2021 To 12-02-2021	13	Land resources
		14	Role of individual in the conservation of natural resources
		15	Equitable use of natural resources for sustainable life styles.
		16	Equitable use of natural resources for sustainable life styles.
7	15-02-2021 To 19-02-2021	17	Class Test
		18	Eco-system- concept
		19	Structure
		20	Producers
8	22-02-2021	21	Consumers

No of Weeks	Dates	Session	Topic
	To 26-02-2021	22	Decomposers
		23	Energy flow in the eco-system
		24	Energy flow in the eco-system
9	01-03-2021 To 05-03-2021	25	Bio-Diversity and its conservation: Introduction
		26	Definition of genetic species and eco-system diversity
		27	Value of Bio-diversity
		28	Consumptive use
10	08-03-2021 To 12-03-2021	29	Productive use
		30	Social , ethical and aesthetic value
		11 March	Maha Sivarathri - Holiday
		31	Hot-spot of Bio-diversity
11	15-03-2021 To 19-03-2021		III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
12	22-03-2021 To 26-03-2021		III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
			III Semeser U G Examination
13	29-03-2021 To 02-04-2021	32	Threats to bio diversity
		33	Endangered and endemic species of India
			Easter Vacation
			Easter Vacation
			Easter Vacation
14	05-04-2021 To 09-04-2021		Easter Vacation
			Easter Vacation
			Easter Vacation
		34	Conservation of bio diversity
15	12-04-2021 To 16-04-2021	35	In-situ and Ex-situ conservation
		36	Class Test
		14 April	Vishu
		37	Environmental Degradation-Meaning
16	19-04-2021 To	38	Types of pollutions
		39	Causes of pollutions
		40	Effects and control measures of Air pollution

No of Weeks	Dates	Session	Topic
	23-04-2021	41	Effects and control measures of Air pollution
17	26-04-2021 To 30-04-2021	42	Effects and control measures of Water pollution
		43	Effects and control measures of Water pollution
		44	Effects and control measures of Soil pollution
		45	Effects and control measures of Soil pollution
18	02-05-2021 To 07-05-2021	46	control of Urban and Industrial waste
		47	Environmental Ethics
		48	Issues and possible solutions
		49	Climate change
19	10-05-2021 To 14-05-2021	50	Global warming
		51	Acid rain
		52	Ozone layer Depletion
		13 May	Eid-al-Fiter
		53	Solid waste management
20	17-05-2021 To 21-05-2021	54	Class Test
		55	Environmental Protection
		56	National environment Policy
		57	Environmental legislations
21	30-06-2021 To 04-06-2021	58	Environmental legislations
		59	International conventions and agreements
		60	International conventions and agreements
		61	GATT / WTO and environment
22	07-06-2021 To 11-06-2021	62	GATT / WTO and environment
		63	Role of central government
		64	Pollution control Board and its role in environment protection
		65	Pollution control Board and its role in environment protection
23	14-06-2021 To 19-06-2021	66	Environmental Impact Assessment (EIA)
		67	Environmental Impact Assessment (EIA)
		68	Eco-friendly products
		69	Environment Audit
	22-06-2021 To 26-06-2021	70	Role of NGO
		71	Revision
		72	Revision
			Study Leave
			Study Leave
	28-06-2021		IV Semester UG Internal Exam

No of Weeks	Dates	Session	Topic
	To 02-07-2021		IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam
			IV Semester UG Internal Exam